



Notice of Vacancy

Position Title:	Jury Administrator
	Full-time/Regular, Excepted Service
Announcement No.:	2015-12
Location:	Roanoke, Virginia
Opening Date:	September 6, 2015
Closing Date:	Open Until Filled
Salary Range:	\$46,835 - \$76,152 (CL-27)
	Starting salary commensurate with qualifications and experience

The U.S. District Court for the Western District of Virginia seeks jury administrator to perform administrative and customer service work to coordinate and prepare qualified jurors for jury selection and to manage the entire jury process from beginning to end. The Jury Administrator is a member of the Clerk's Office and provides support for the 9 judicial officers of the Western District of Virginia's seven divisional offices (Abingdon, Big Stone Gap, Charlottesville, Danville, Harrisonburg, Lynchburg and Roanoke). The position is located in the Roanoke divisional office. Occasional travel, including overnight, within and outside the district is required.

REPRESENTATIVE DUTIES

- Maintain and manage the jury system and jury wheels. Monitor court calendars (and/or coordinate with courtroom deputies or others) to determine appropriate number of jurors needed. Perform duties relating to sequestration of jurors. Refill master wheel as required to supply juror candidates.
 - Prepare and mail summons notices and forms. Process payments and reimbursements for jurors; prepare attendance certificates on behalf of jurors. Process returned summons (including data entry and preparing excusal letters).
 - Maintain and update automated jury programs. Maintain and update the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors. Maintain and update demographic and other information on juror candidates.
 - Coordinates with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, or other groups to ensure the smooth operation of high-profile or protracted jury trials.
 - Determine a juror candidate's qualification to serve under applicable federal statutes and local rules. Respond to juror inquiries and requests (in person, by phone, and in writing). Resolve juror candidate requests for deferral, waivers, or special needs. Attend courtroom proceedings and answer questions related to juror candidates.
 - Supervises the preparation of orientation materials and conducts juror orientation. Assists with managing jurors' logistical needs (parking, lodging, refreshments, reading materials, etc.) and providing support and assisting jurors during jury service.
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- Enter and compile information regarding empanelled jurors. Prepare and provide information and/or reports for judges and others regarding jury panels. Analyzes the jury system and makes recommendations for improvement to management.
 - Provide training, guidance, and formal supervision for other employees performing jury administration work.
 - Perform duties associated with naturalization ceremonies, including furnishing information and instructions to persons desiring to file petitions for naturalization and declarations of intentions, coordinating and attending naturalization hearings and outreach programs associated with hearings, and preparing and submitting reports to the Administrative Office.

QUALIFICATIONS

A bachelor's degree is preferred. Two (2) years specialized experience is required.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involving the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

The ideal candidate is a self-directed, highly organized individual who is mature, responsible, and tactful; demonstrates initiative and the ability to exercise good judgment; is able to work harmoniously with a variety of staff at all levels of the organization, providing customer service, resolving difficulties and communicating technical information, orally and in writing, to end users in a manner that they can understand; and maintains a professional demeanor and appearance at all times.

BENEFITS

For federal benefits information, visit: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx> .

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the Court's web site at <http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx> for additional information on citizenship requirement. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the Court's web site at <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

HOW TO APPLY

Qualified persons should submit a letter of interest, a detailed resume, and contact information for three professional references to: Human Resources #2015-12, U.S. District Court, 210 Franklin Rd, Rm 540, Roanoke, VA 24011, or via email to: careers@vawd.uscourts.gov. Applications received by close of business October 2, 2015 will receive first consideration.

Incomplete applications will not be considered. Due to the anticipated high volume of applications expected to be received, the Court will communicate only with those individuals who are invited for a personal interview. Unsuccessful applicants will not receive notice.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The United States District Court is an Equal Opportunity Employer.
